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CENTRAL INTELLIGENCE GROUP

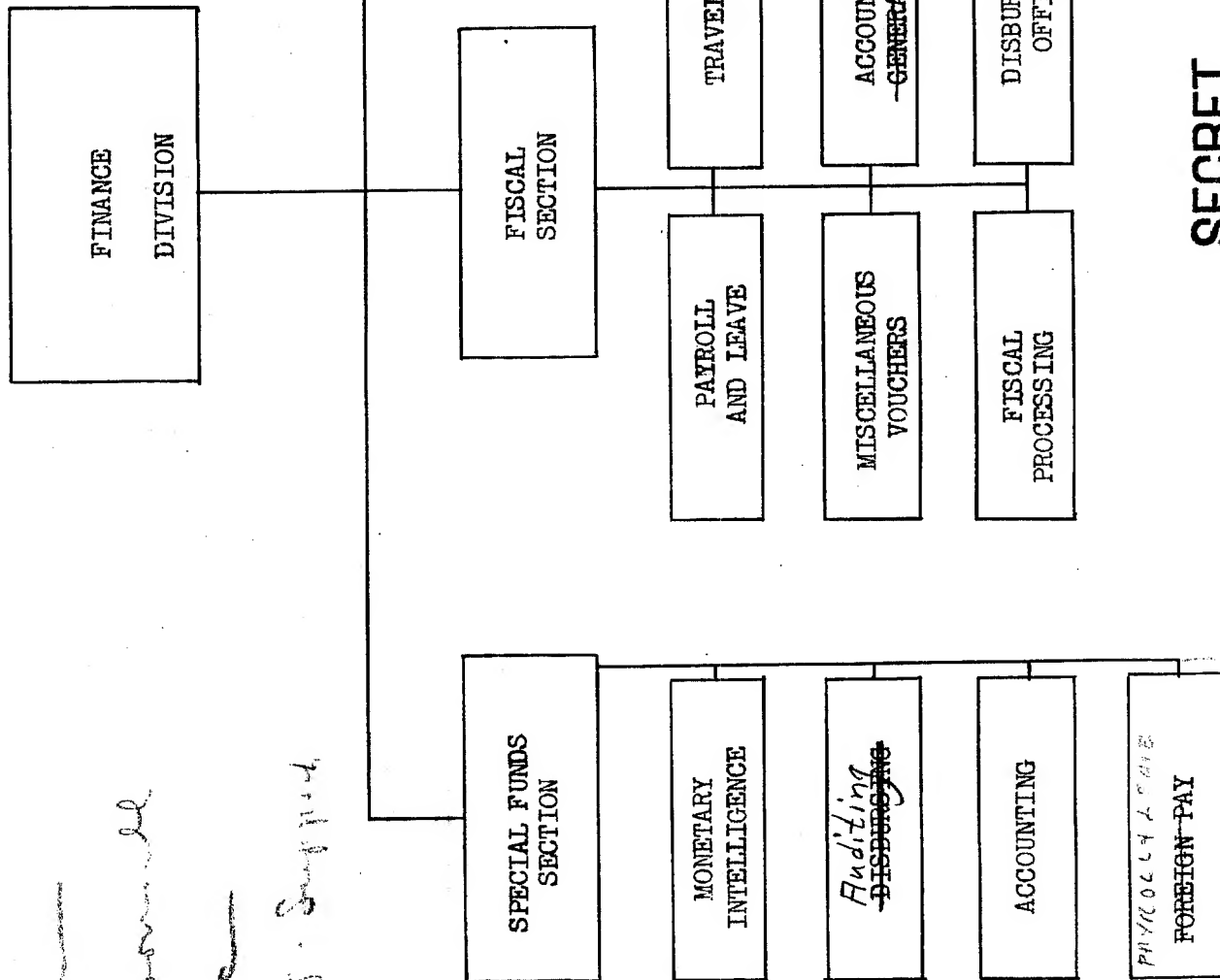
Personnel and Administration Branch

Finance Division

The Finance Division administers the financial program of the Agency, both within the continental United States and overseas; develops plans, procedures and methods for the administration and control of all financial activities including unvouchered funds; maintains liaison with Bureau of the Budget, State, War and Navy Departments, and other governmental agencies relating to budgetary and fiscal matters; establishes overall operating procedures, supervises and directs the activities of the Budget, Fiscal and Special Funds Sections.

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Personnel and Administration Branch

Finance Division

Office of the Chief

Provides overall supervision and administrative direction of all activities pertaining to the acquisition, control, accounting and disbursement of vouchered and unvouchered funds; coordinates domestic and foreign financial operations; provides for the issuance of instructions and procedures affecting agency financial policy and regulations; directs audits and inspections of service and operating units of the agency relating to financial activities; directs the preparation of estimates and other budgetary data; determines the appropriate use of confidential funds; maintains liaison with other governmental agencies; directs the training of agent officers and disbursing agents for foreign operations; directs and supervises such special financial activities as required by the Chief of Personnel and Administration or the Head of the Agency.

Personal Services

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Finance Division

Budget Section

The Budget Section administers the budgetary program of the Agency; prepares the annual budget; establishes and controls the allotment of funds; maintains control over personnel ceilings; studies and investigates the effectiveness of present procedures; approves the installation of new procedures, forms and business systems,

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Personal Services

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